

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL TRANSFER CANDIDATES MAY APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING BRIDGE ENGINEER**  
POSITION TITLE: **CHIEF, OFFICE OF STRUCTURAL DESIGN AND ANALYSIS**  
SALARY: **\$7848 - \$8657**  
LOCATION: **HEADQUARTERS - SACRAMENTO**  
FINAL FILING DATE: **FEBRUARY 19, 2007**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Assistant Division Chief, Division of Maintenance, Structure Maintenance and Investigations (SM&I), the Chief, Office of Structural Design and Analysis provides technical assistance and is responsible for directing the work of a staff of senior bridge engineers, senior transportation engineers, transportation engineers and structural design technicians assigned to the Office of Structural Design and Analysis in Sacramento. Responsibilities include, but are not limited to:

- Provides technical assistance and direction for preparation of Plans, Specific Actions and Estimate (PS&E) for Highway Maintenance (Fund 3) (HM3/115) Bridge Maintenance and Capital funded State Highway Operation and Protection Program (SHOPP) projects and for bridge emergency repair projects.
- Provides direction and oversight for the hydraulic and hydrology evaluation of bridges and intergovernmental review of developments affecting structures.
- Provides technical oversight, direction and development of policy for structural analysis of existing bridges.
- Serves as SM&I liaison with district and headquarters permit engineers, and with the Commercial and Technical Services Section of the California Highway Patrol to ensure

uniformity in the extra-legal weight policy of the transportation permit program. Provides direction and oversight for the review of airspace leases and encroachment permits affecting existing state highway structures, including airspace use and utility company (power, water, communication, etc.) installations.

- Implements policy and procedures relative to various aspects of structure maintenance.
- Provides direction and assistance to SM&I staff, headquarters staff and district staff regarding complex structural maintenance problems.
- Prepares analysis of and recommendations for departmental position on all legislation affecting bridges and structures including proposals for changes in the size or weight of commercial vehicles.
- Provides technical assistance and preparation of system related conclusion for the Office of Truck Operations (Division of Transportation Operations).

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of structure engineering experience as a Senior Bridge Engineer in the California state service.

#### **Or II**

**Experience:** One year of experience equivalent in level of responsibility to a Senior Transportation Engineer in the California state service AND at least two years of structure engineering experience as a Transportation Engineer (Civil), Range D, or higher in the California state service.

#### **Or III**

**Experience:** Broad and extensive (five or more years) engineering experience in the design, construction and maintenance inspection of bridges, major transportation-related structures, or transportation-related buildings. [Three years of the experience applied to this pattern must include: (a) one year of bridge design, construction, or maintenance inspection experience, and (b) two years in a supervisory capacity comparable in level of responsibility to a Senior Bridge Engineer in the California state service.]

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Purposes, organization, policies, and procedures of the Department of Transportation and the Division of Structures; methods of design and construction of various types of bridges and transportation-related structures; characteristics of materials and equipment used in structure design and construction of bridges and transportation-related structures; factors affecting structure type selection; maintenance inspection and load rating of structures; structure seismic criteria and program; principles of project management including scope, schedule and budget; consultant contracting process, including consultant selection and contract management; external financing of transportation facilities; budgetary and resource matters; economics of bridge design and financing and handling of construction work by contract; principles and techniques of personnel management and supervision; planning and directing the work of others; Department's equal employment opportunity and labor relations program objectives; a supervisor's role in maintaining effective safety, health, equal employment opportunity and labor relations programs, and the processes available to meet these program objectives; basic safety and health regulations contained in the General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.

**Ability to:** Plan and direct the work of an engineering and administrative staff; analyze technical situations accurately and recommend or adopt an effective course of action; initiate correspondence and prepare complete and comprehensive reports; exhibit tact and diplomacy; address an audience effectively; work effectively with Caltrans' districts, consultants, local government agencies and other transportation financing agencies; negotiate consultant contracts; be flexible and adaptive to changes; gain the support and confidence of top level management and advise them on a wide range of transportation matters; analyze and implement administrative policies and organizational procedures; work successfully with others to gain their respect and confidence; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives.

#### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of the Department's mission and goals.
- Demonstrated knowledge of the laws, rules, policies and trends related to contracting for engineering and construction services.
- Demonstrated knowledge of administration, management, supervisory practices including personnel and equal employment opportunity.
- Demonstrated knowledge of departmental project delivery and management processes.
- Demonstrated ability to analyze complex and/or sensitive transportation structure issues and recommend effective courses of action and oversee implementation.
- Demonstrated ability to establish and maintain cooperative working relationships with state, federal and local agencies, industry advocacy groups and the business community.
- Demonstrated ability to make effective presentations and competently represent the Department before state, federal and local agencies, industry advocacy groups and the business community.

#### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

#### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **February 19, 2007**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
Division of Maintenance, MS 31  
ATTN: Laura Lynch-Rafferty  
1120 N Street  
Sacramento, CA 95814**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.